

CLASSIFIED SALARY REPORTING (PR-STW-2)

**CERS ANNUAL REPORTS
CSD ANNUAL REPORTS**

SEPTEMBER 2000

VERSION (4.0)

TABLE OF CONTENTS

DESCRIPTION.....	1
CLASSIFIED SALARY REPORTING CHECKLIST.....	1
REVIEWING MUNIS EMPLOYEE PAYROLL INFORMATION	2
Reviewing Summary Classes.....	2
Summary Class Code F/M.....	2
Reviewing the Employee Master File	3
Reviewing the Employee Recurring Pay File	5
PROCESSING EMPLOYEE CONTRACT INFORMATION	6
When Should the KY Contract File Be Built?.....	6
Building the KY Contract File.....	7
Reviewing Employee Contract Information	8
Globally Updating Employee Contract Information	12
Editing Employee Contract Information	13
Rebuilding Employee Contract Information	13
CERS ANNUAL REPORT	14
DESCRIPTION.....	14
CERS ANNUAL REPORT CHECKLIST	14
GENERATING THE CERS REPORT FILE.....	15
Reviewing the Kentucky CERS Error Report	18
Editing the CERS Report File.....	19
Recalculating CERS Information	19
Adding Records to the CERS Report File	20

CREATING THE CERS MAGNETIC MEDIA FILE	20
Verifying The CERS Budget Unit Number	21
Generating the Magnetic Media File.....	21
Transferring the CERS Magnetic Media File to Diskette	21
 CSD ANNUAL REPORT	 22
DESCRIPTION.....	22
CSD ANNUAL REPORT CHECKLIST	22
GENERATING THE CSD REPORT FILE	24
Reviewing the Kentucky CSD Error Report	25
Editing the CSD Report File	26
Recalculating CSD Information.....	26
Adding Records to the CSD Report File	28
 CREATING THE CSD MAGNETIC MEDIA FILE.....	 29
Verifying the KDE District Number.....	29
Generating the Magnetic Media File.....	29
Transferring the CSD Magnetic Media File to KDE.....	30
 APPENDIX A	 31
DATA SOURCES FOR CLASSIFIED SALARY REPORT	31
Data Sources for Classified Salary Reporting for CERS Reports.....	32
 APPENDIX B	 33

CLASSIFIED SALARY REPORTING

DESCRIPTION

At the **start** and **end** of the fiscal year, salary information on classified employees is required for the following reports:

- County Employee Retirement System (CERS) Start-of-Year (SOY) Annual Report
- CERS End-of-Year (EOY) Annual Report
- Classified Staff Data (CSD) SOY Annual Report.

This document provides instructions for generating each of these reports.

NOTE: *The CSD EOY Annual Report is no longer required by the Division of Finance.*

CHANGES to the previous methods are summarized below by MUNIS:

This Work Order represents a modification to the existing Kentucky Classified Staff Data (CSD) Report and Mag Media Program. The program is modified to produce a start of school year report and magnetic media file, in lieu of producing start and end of year reports, as was done in the past. Another major difference in the modified program is that it will now pull employee information, such as the hourly rate and hours per day worked, from Employee Job Pay records wherever possible, and from the Kentucky Contract File only if there is no Employee Job Pay record from which to pull the data. Additionally, an Error Count will be written to the magnetic media file

For Questions Concerning:

Producing Classified Salary Reports

The appropriateness of reporting certain employee and salary information on CERS reports

The appropriateness of reporting certain employee and salary information on the CSD reports

Contact:

MUNIS Help Desk 1-800-722-4908

KY Retirement System 502-564-4646

KDE Division of Finance 502-564-3846

CLASSIFIED SALARY REPORTING CHECKLIST

Review MUNIS employee payroll information:

- ☐ 1. Review Summary Classes.
- ☐ 2. Review the Employee Master File.
- ☐ 3. Review the Job Pay Files.
- 4. Review the Recurring Pay Files.

Process employee contract information:

- ☐ 1. Build the KY Contract File.
- ☐ 2. Review employee contract information.
- ☐ 3. Globally update employee contract information (only if school district is not using Job Pay).
- ☐ 4. Edit employee contract information.
- ☐ 5. Rebuild employee contract information.

REVIEWING MUNIS EMPLOYEE PAYROLL INFORMATION

The CSD and CERS reports both use information gathered from the following files:

- Summary Classes in the Job Class Code File
- Employee Master File
- Employee Recurring Pay File
- KY Contract File.

Modifications to the CSD report in September of 2000 resulted in information for the CSD also being obtained from the Employee Job Pay Files.

A KY Contract File record is created for each employee in the Employee Master File. Additional records for every Recurring Pay record whose Job Class Code links to a different Summary Class in the range 7000 to 7999. Summary Classes, Employee Master File records, and Job Pay records should be set up with valid data to ensure that accurate employee information is copied to the KY Contract File.

Refer to **Appendix A** for a detailed listing of data sources for each classified report.

Employee information may be edited directly on the KY Contract File, CERS Report File, or CSD Report File screens. However, information edited from these screens will be accurate ONLY for the current reporting process.

NOTE: *It is advisable to correct errors on the Employee Master and Employee Job Pay/Recurring Pay files whenever possible to avoid the same error on future statewide reports.*

Reviewing Summary Classes

Summary Class Code F/M

- Verify that the Summary Class field for Classified Job Class Codes is in the range 7000 to 7998 (Job Class Codes 7778 shall not be included)
- Verify that the Group field for Classified Job Classes is populated with “CLAS”

- Verify that Pay Type Object Codes are in the valid ranges of 0130 to 0170

Summary Classes, rather than Job Class Codes, are now used to generate these classified reports. Job Class Codes must be linked to the correct Summary Classes, in the range 7000 to 7999. If your district is not adding additional Job Class Codes, you should not see any change in report processing.

NOTE: *Refer to the document “Classified Staff Data (CSD) Report Guidelines” distributed by the KDE Division of Finance, to determine appropriate Job Class Codes.*

To Review Summary Classes, Select:

B) PAYROLL & PERSONNEL

A) Auxiliary Programs

M) Job Class Codes

The following field should be reviewed and updated as necessary:

Field Name	Description	Valid Entry
Summary Class	State-assigned code used for consistency in reporting salary information across districts.	Summary Classes for Classified employees must be in the 7000 to 7998 range excluding 7788.

For more information on working with Summary Classes, refer to the *Setting Up Employee Classification Codes (PR-ADM-5)* document in the *Setup & Administration* section.

Reviewing the Employee Master File

Several fields on the Employee Master should be accurately populated prior to generating classified reports.

To Review the Employee Master File, Select:

B) PAYROLL & PERSONNEL

B) Employee Maintenance and Reports

A) Employee Master File Maint

The following fields should be reviewed and updated as necessary:

Field Name	Description	Valid Entry	Location
Active Status	This should reflect the employment status of the employee.	Only Active employees are included on CSD Annual Reports.	1st Screen
Job Class	This should reflect the primary job that the employee holds.	Job Class Codes for classified employees must be linked to Summary Classes in the 7000 to 7998 range excluding 7788.	1st Screen
Location	This is taken from the first three digits of the Primary Org.	Verify that the employee has the appropriate Primary Org.	1st Screen
Primary Group/BU	This should reflect the primary group to which the employee belongs.	In most cases, this would be CLAS .	1st Screen
Gender	Required for all classified employees.	F = Female M = Male	2nd Screen
EEO Ethnic Code	This should reflect the EEO Ethnic Code for the employee.	Select the appropriate code from the lookup table for this field.	2nd Screen

For more information on working with the Employee Master, refer to the ***Processing Employee Master File Records(PR-REG-1)*** document in the ***Regular Processing*** section.

Reviewing the Employee Recurring Pay File

Review Recurring Pay records for classified employees to verify the appropriateness of assigned Job Class Codes. Classified jobs should reflect a Job Class Code linked to a Summary Class in the range 7000 to 7998 excluding 7788.

To Review Employee Recurring Pay, Select:

B) PAYROLL & PERSONNEL

B) Employee Maintenance and Reports

C) Employee Recurring Pay

NOTE: *Employees may have multiple records. Ensure that the correct Recurring Pay Record is displayed before making any changes.*

Review the following field:

Field Name	Description	Valid Entry
Job Class	This should reflect the correct job class code for this recurring pay record.	Job Class Codes for classified employees must be linked to Summary Classes in the 7000 to 7998 excluding 7788 range.

NOTE: *If a Job Class Code is incorrect, create a new Recurring Pay record with the correct code and delete the old record. The Job Class Code cannot be changed on an existing Recurring Pay record.*

For more information on working with Recurring Pay records, refer to the *Maintaining Employee Recurring Pay Records (PR-REG-2)* document in the *Regular Payroll Processing* section.

PROCESSING EMPLOYEE CONTRACT INFORMATION

The KY Contract File maintains employee contract salary information for ALL district employees, including substitutes, for the purpose of producing several statewide reports (i.e., Professional Staff Data (PSD), CSD Annual Reports, CERS Annual Reports, and Kentucky Teacher Retirement Annual Report (KTRS)). Because of their unique reporting requirements, the criteria for creating certified and classified records in the KY Contract File are greatly different.

- Only ONE employee contract record is built for each certified employee (Summary Class in the range of 0010 to 3999 and 9000).
- Multiple employee contract records are built for each classified job (one for each job with a Summary Class in the range 7000 to 7998 excluding 7788).

The KY Contract File is populated from employee information on the Employee Master, Job Pay Records and Recurring Pay Files. Any employee contract information not available from Employee Master, Job Pay and Recurring Pay may be entered directly in the KY Contract File.

IMPORTANT: *This document will only address KY Contract File records for classified employees. For additional information about certified employee records, refer to the document entitled PSD Report Generator (PR-STW-4) in the Statewide Reports section.*

When Should the KY Contract File Be Built?

- Before producing the SOY CERS and/or CSD Annual Reports, all classified employee contract records should be updated. This should occur AFTER the current fiscal year salary information has been entered into Recurring Pay records so that new pay rates will be entered automatically into the KY Contract File.
- Any incorrect or missing data must be edited so that the SOY Reports are accurate. At the end of the school year, only new hires or employees whose contract information changed during the year will need to be updated.

NOTE: *Since several reports use the KY Contract File, timing updates to that file to accommodate all personnel having responsibility for those reports (e.g., KTRS, PSD) is critical.*

Building the KY Contract File

Records are added to the KY Contract File using the **X=Build** Ring Menu option. The following are some of the features of **X=Build**:

1. The first time **X=Build** is selected, ALL employees in the Employee Master File will be added to the KY Contract File.
2. If the KY Contract File already contains data, **X=Build** checks the Employee Master File for employees who do not have records in the KY Contract File and adds them. Records in the KY Contract File without a matching Employee Master File record are deleted.
3. Employee information from the Employee Master, Job Pay and Recurring Pay files which has been modified on the KY Contract File maintenance screen will be overwritten with data from the Employee Master, Recurring Pay, or the Job Pay record when a subsequent **X=Build** is run. Blank or zero fields will NOT be overwritten. The following examples demonstrate this action:

Example 1:

An employee has a Recurring Pay record with a Job Class Code linked to the Summary Class 7320 and hourly rate of \$8.32. **X=Build** will generate a contract file record for that job with an hourly rate of \$8.32. Hours per day will default to 8 and contract days will default to 185. The contract file record is then manually updated to reflect the 6.5 hours per day and 187 days actually contracted. Later in the year, the employee's Recurring Pay record is updated to reflect a new hourly rate of \$8.47. A successive **X=Build** will only update the hourly rate.

Example 2:

An employee has a Recurring Pay record with a Job Class Code linked to the Summary Class 7191 but no hourly rate (the record only has a period salary). The first **X=Build** will generate a record for that job with an hourly rate of 0. Hours per day will default to 8 and contract days will default to 185. The contract file record is manually updated to reflect the correct hourly rate. A successive **X=Build** will not update the record since there is no new payroll data.

NOTE: *Any records in the KY Contract File without a corresponding Recurring Pay record with the same Summary Class and Bargaining Unit will be deleted when X=Build is selected.*

To Build the KY Contract File, Select:

B) PAYROLL & PERSONNEL

F) Retirement & State-Specific

B) State of Kentucky

A) KY Contract File

The following screen is displayed:

Session	Edit	Commands	Settings	Help
KENTUCKY CONTRACT FILE MAINTENANCE				
Action: Find Next Prev Browse Add Update Del Output Exit ...				
Query the current database table.				
Emp #	[]	Last	[]	First []
SSN	[]			
Group	[]			
Job	[]			
Location	[]			
Contract Days	[]			
=====				
Certified		Classified		
Grade	[]	Hourly Rate	[]	
Step	[]	Hours/Day	[]	

- Select **X=Build** from the back side of the Ring Menu. New KY Contract File records will be built automatically and records for employees no longer in the Employee Master File will be deleted.

Reviewing Employee Contract Information

Only classified employees must be reviewed and updated for classified salary reports. All other employee records in the KY Contract File may be ignored. Generally, the same employees will be reported on the CERS and CSD Annual Reports (with the exception of certified employees who also perform a classified job). Coordinating the update of these KY Contract File records will facilitate the creation of both annual reports.

The following fields from the KY Contract File will be used for Classified Salary Reporting (CSD and CERS). Records with zeroes in any of these fields will not be included on classified reports:

Field Name	Valid Data
Employee Name and SSN	Employee identification information.
Job Class Code	Summary Class used for CSD reporting.
Location	Used only for CSD reporting. The location is obtained from the first three digits of the Primary Org or Pay Org. NOTE: <i>Location for employees working in a FRYSC or Daycare Center should be updated to reflect the school location in which they are located (or the closest school). Due to the complexity of aggregating data, these employees must be reported <u>with</u> the school.</i>
Contract Days	Number of days contracted for the job. NOTE: <i>If not available from Recurring Pay or Job Pay, contract days will default to 185 on the <u>first</u> record created for an employee. If an employee is hired during the year as a partial year employee, the correct number of days for the contract will need to be updated as well as the hourly rate and hours/day.. Annual Salary will be pulled from recurring pay instead of being calculated.</i>
Hourly Rate	Hourly rate of pay. NOTE: <i>If not available from Recurring Pay or Job Pay, hourly rate will default to 0.00 on the <u>first</u> record created for an employee. If an employee is hired during the year as a partial year employee, the correct number of days for the contract will need to be updated as well as the hourly rate and hours/day.. Annual Salary will be pulled from recurring pay instead of being calculated.</i>
Hours/Day	Number of hours contracted per day for the job. NOTE: <i>If not available from Recurring Pay or Job Pay, hours/day will default to 8 on <u>each</u> record created for an employee. If an employee is hired during the year as a partial year employee, the correct number of hours for the contract will default from the Job Pay record if using Job Pay and will be zero if not. It will need to be updated.....If not, Annual Salary will be pulled from recurring pay instead of being calculated. This will be correct but the components of the amount will not be correct.</i>

NOTE: *Refer to Appendix A for a detailed listing of data sources for each report.*

Multiple Recurring Pay records in the 7000 to 7998 (excluding 7788) range:

If an employee has multiple Recurring Pay records with Job Class Codes linked to Summary Classes in the 7000 to 7998 (excluding 7788) range, **X=Build** defaults the “contract days” to 185 on the first record and “hours/day” to 8 on each record. Hourly rate will also appear on the record in districts using Expanded Payroll (Job Pay) and from Recurring Pay records where the employee is paid using hourly rate.

Example:

An employee has Recurring Pay records with hourly rates for summary classes 7161, 7316, and 7491. The following KY Contract File records would be created:

<u>Summary Class</u>	<u>Days</u>	<u>Rate</u>	<u>Hours/day</u>
7161	185	6.00	8.00
7316	0	5.50	8.00
7491	0	6.75	8.00

Hourly Rate Contract Employees:

When an employee has a contract that consists only of an hourly rate, determine the appropriate information to include in the report.

Example:

An employee has a Recurring Pay record with a Job Class Code linked to Summary Class 7161. For this job, he will work approximately 170 days, for approximately 5 hours per day. This employee also has a Recurring Pay record with a Job Class Code linked to Summary Class 7316. This job lasts 30 days for approximately 2 hours per day. Finally this employee has a Recurring Pay record with a Job Class Code linked to Summary Class 7491. He will work for 90 days for approximately 1 hour per day for this job. Contract file records should be created as follows:

<u>Summary Class</u>	<u>Days</u>	<u>Rate</u>	<u>Hours/day</u>
7161	170	6.00	5.00
7316	30	5.50	2.00
7491	90	6.75	1.00

Multiple Recurring Pay records with Same Summary Class:

If an employee has multiple Recurring Pay records with Job Class Codes linked to the same Summary Class, **and all records are set to base pay**, the system will generate one contract file record using the highest hourly rate.

To Select KY Contract File records for Review/Update:

1. Select **Find** from the *Kentucky Contract File Maintenance* Ring Menu.

The employees selected by the **Find** may be limited by entering any or all of the following fields:

- Group (CLAS)

- Job Class Range (**7000..7998 excluding 7788**)
 - Employee Number or SSN
2. Select **Output** and **Print** a report of selected employees, if desired.

Globally Updating Employee Contract Information

The KY Contract File provides a **Global Update** Ring Menu option which may be selected to mass update fields on KY Contract File records. This feature can be used when contract information (Contract Days, Hours/Day, and Hourly Rate) should be uniformly updated for a particular Summary Class or a range of Summary Classes.

NOTE: *The Global Ring Menu option updates ALL records in the KY Contract File with the selected Summary Class(es), not just employees included in the most recent Find.*

To Perform a Global Update of KY Contract File Records:

1. Select **Global** from the back side of the *Kentucky Contract File Maintenance* Ring Menu.

NOTE: *“X=Build” must be run before the “Global” option can be executed. See the section titled “Building The KY Contract File” above.*

The following screen is displayed:

Session	Edit	Commands	Settings	Help
KENTUCKY CONTRACT FILE MAINTENANCE				
Action: Define eXecute Exit				
Define screen options for mass update.				
Job Class Range	Contract Days	Hrs/Day	Hourly Rt	
[] thru []	[]	[]	[]	
[] thru []	[]	[]	[]	
[] thru []	[]	[]	[]	
[] thru []	[]	[]	[]	
[] thru []	[]	[]	[]	
[] thru []	[]	[]	[]	
[] thru []	[]	[]	[]	
[] thru []	[]	[]	[]	
[] thru []	[]	[]	[]	
[] thru []	[]	[]	[]	

2. Select **Define** from the Ring Menu.
3. Enter the desired Summary Class range (e.g., 7941 to 7941) into the **Job Class Range** fields.
4. Enter the following contract information for the given Job Class Code range:
 - Contract Days
 - Hours/Day

- Hourly Rate.

NOTE: *It is not mandatory to enter all three fields (Contract Days, Hours/Day, and Hourly Rate). If a field is left blank, that information remains unchanged.*

5. Press **ESC** to save the mass update options.
6. Select **eXecute** from the Ring Menu to mass update the contract records for the specified Summary Class range.
7. Select **Exit** from the Ring Menu to return to the *Kentucky Contract File Maintenance* screen.

NOTE: *After using the Global function, manually update any employees that did not fit in the global update (e.g., late entrants).*

Editing Employee Contract Information

To Edit the Contract File Data Generated:

1. Select **Find** from the *Kentucky Contract File Maintenance* Ring Menu.
2. Enter the selection criteria (e.g., name) and press **ESC**.
3. Select **Update** to edit/correct errors on the Employee's Contract data.
4. Press **ESC** to save the changes.

Rebuilding Employee Contract Information

A Ring Menu option, **Rebuild**, provides the ability to build contract records for a **particular** employee without running **X=Build** for the entire KY Contract File. This feature can be used when changes have been made to the Employee Master record (e.g., Group, Job Class Code) or Recurring Pay/Job Pay records (e.g., Contract Days, Hours/Day, and Hourly Rate).

To Rebuild KY Contract File Records for a Single Employee:

1. Select **Find** from the *Kentucky Contract File Maintenance* Ring Menu.
2. Enter selection criteria (e.g., name, employee number) to find the particular employee and press **ESC**.
3. Select **Rebuild** from the Ring Menu.

CERS ANNUAL REPORT

DESCRIPTION

To comply with legislative mandates, the Kentucky Retirement System requires the submission of two CERS Annual Reports during the fiscal year - one at the start of the fiscal year and the other at the end of the fiscal year. Information from these reports is used to verify employee **work hours, contract days, days worked, and rate of pay** to *determine service credit*.

The CERS Annual Reports are generated using employee information from the:

- Summary Classes in the Job Class Code File
- Employee Master File
- Employee Recurring Pay File
- KY Contract File.

Employee information is transferred from the Employee Master and Recurring Pay/Job Pay files to the KY Contract File where contract salary information can be added or updated. Contract salary information for those employees who pay into CERS is transferred from the KY Contract File to the CERS Report File. The CERS Report File can then be edited as necessary to produce an accurate CERS Report.

NOTE: *To include data specific to each report, it is critical that a CERS Report File be generated for both the SOY and EOY reports.*

CERS ANNUAL REPORT CHECKLIST

CERS Report File generation:

- ☐ 1. Generate the CERS Report File.
- ☐ 2. Review the Kentucky CERS Error Report.
- ☐ 3. Edit the CERS Report File.
- ☐ 4. Recalculate CERS information.
- ☐ 5. Add records to the CERS Report File.

CERS Magnetic Media File creation:

- ☐ 6. Verify the CERS Budget Unit Number.
- ☐ 7. Generate the Magnetic Media File.
- ☐ 8. Transfer the CERS Magnetic Media File to diskette.

GENERATING THE CERS REPORT FILE

The SOY and EOY CERS Reports have different criteria for inclusion:

SOY	EOY
Any employee having an active CERS deduction will be included on the SOY CERS report.	Any employee with a CERS accumulator GREATER THAN ZERO for the fiscal year will be included.
The SOY CERS Report includes <u>a record for each employee/job combination</u> . Each job is reported separately.	The EOY CERS Report includes <u>one record for each employee</u> . If there are multiple records in the KY Contract File for a single employee, only the record with the <u>highest Hourly Rate</u> will be used.
Employees with Summary Classes not in the range of 7000 to 7999 will be listed on the error report, but will be included on the SOY CERS Report.	All employees with CERS accumulators greater than zero for the fiscal year will be included on the report, regardless of their Summary Classes.

NOTE: *A Payroll Accumulators Report may be run to identify employees that will be included on the EOY CERS Report. Refer to the document entitled Payroll Accumulators Report (PR-MUNIS-3) in the MUNIS Reports section for detailed instructions on generating a Payroll Accumulators Report.*

To Generate the CERS Report File, Select:

B) PAYROLL & PERSONNEL

 F) Retirement & State-Specific

 B) State of Kentucky

 C) CERS Annual Report

The following screen is displayed:

Session	Edit	Commands	Settings	Help						
-----KENTUCKY CERS REPORT GENERATOR-----										
Action:	Find	Next	Prev	Browse	Add	Update	Del	Output	Generate	...
Query the current database table.										
Emp #	[]	Last	[]	First	[]
SSN	[]								
Job	[]								
Hourly Rate	[]						
Hours per Day	[]						
Contract Days	[]						
Days Worked	[]						

1. Select **Generate** from the Ring Menu.

The following window is displayed with a warning message:

WARNING!! All existing CERS report records will be deleted
Continue (Y/N):

2. Respond **Y** to continue.

The following screen is displayed:

Session	Edit	Commands	Settings	Help						
-----KENTUCKY CERS REPORT GENERATOR-----										
Action:	Find	Next	Prev	Browse	Add	Update	Del	Output	Generate	...
Action: Define X=Execute Output Exit										
Define generate criteria										
Generate Option	[]							
CERS Deduction Range	[]	thru	[]			
Fiscal Year	[]							
Default Contract Days	[]							

3. Select **Define** from the Ring Menu.
4. Enter the following field information to generate the CERS Annual Reports:

Field Name	Valid Data
Generate Option	S (Start of Year) or E (End of Year).
CERS Deduction Range	CERS Deductions Numbers (e.g., 7010). This is used to determine if an employee should be included for CERS reporting. <i>SOY: All employees having a deduction will be included.</i> <i>EOY: All employees having a CERS Fiscal Year Accumulator greater than zero will be included.</i>
Fiscal Year	Reporting Year. This defaults to the current year but can be overridden.
Default Contract Days	Used only for EOY Reporting . <ul style="list-style-type: none">Enter Y to update Days Worked on the CERS Report File with Contract Days entered on the <i>KY Contract File Maintenance Screen</i>. <p>WARNING: <i>This information will be accurate only for employees where “Contract Days” match the actual number of “Days Worked”.</i></p> <ul style="list-style-type: none">Enter N to manually update the actual Days Worked for <u>each</u> employee on the <i>EOY CERS Report File</i>. <p>NOTE: <i>Entering “N” will default <u>zero</u> into the “Days Worked” field for each employee on the CERS Report File.</i></p>

5. Select **X=Execute** from the Ring Menu to generate the report.

If errors are encountered during the report generation, a message box appears when processing is complete. Press **Enter** to continue past the message box.

6. Select **Output** and **Print** the Kentucky CERS Error Report.

NOTE: *It is critical that the error listing from each Generate be printed for review. Once the user generates the report again OR exits the CERS Report Generator, the error listing is no longer available.*

Reviewing the Kentucky CERS Error Report

The Generate function captures errors encountered while processing contract information (e.g., Hourly rate, Days worked) during the CERS Generate process. All errors displayed on the Kentucky CERS Error Report must be resolved for that record to be written to the CERS Magnetic Media Report File.

IMPORTANT: *Errors may exist on an employee's CERS record that were not captured on the error report. It is critical that EVERY employee CERS record be reviewed.*

A sample of the **SOY CERS Error Report** is shown below:

08/18/1998	YOUR DISTRICT	PAGE 1	
10:19:04	KENTUCKY CERS ERRORS REPORT	prkycers	
EMP #	NAME	JOB	ERROR
-----	-----	----	-----
1	ALLEN, ANN	7941	Contract Days is blank or zero.
43	AMES, BILL	7320	Hourly Rate is blank or zero.
		7320	Hours per day is blank or zero.
51	BLACK, CATHY	7192	Employee is inactive.
55	BROWN, DAVID	2030	Job class code not in classified range.
*** END OF REPORT ***			

A sample of the **EOY CERS Error Report** is shown below:

06/17/1998		YOUR DISTRICT	PAGE 1
10:19:04		KENTUCKY CERS ERRORS REPORT	prkycers
EMP #	NAME	JOB	ERROR
-----	-----	----	-----
1	CARTER, ELLEN	7192	Hourly Rate is blank or zero.
43	COOPER, FRED	7941	Actual Days Worked is blank or zero.
*** END OF REPORT ***			

Editing the CERS Report File

Errors on the Kentucky CERS Error Report can often be resolved by updating the Employee's Master record, Recurring Pay record, or KY Contract File record. Errors on the Kentucky CERS Error Report may also be resolved by updating each employee record in the CERS Report File.

NOTE: *Instructions for updating records in the Employee Master File, Recurring Pay File, and KY Contract File can be found in previous sections of this document.*

To Edit the CERS Report File:

1. Select **Find** from the *Kentucky CERS Report Generator* Ring Menu and press **ESC**.
2. Select **Update** to edit/correct errors on the employee's CERS data.

NOTE: *For the EOY Report, the actual "Days worked" should include all days the employee has been paid, including paid sick or vacation days.*

3. Press **ESC** to save the changes.

Recalculating CERS Information

If errors on the Kentucky CERS Error Report are resolved by updating the MUNIS Employee Master, Employee Recurring Pay, or KY Contract File, use the **Recalc** Ring Menu option to recalculate the CERS Data for that employee.

To update CERS Information for a Specific Employee:

1. Select **Find** from the *Kentucky CERS Report Generator* Ring Menu.
2. Enter the Employee Number, Last Name, or SSN to display the appropriate record.
3. Select **Recalc** from the back side of the Ring Menu.

The following screen is displayed:

Session	Edit	Commands	Settings	Help
KENTUCKY CERS REPORT GENERATOR				
Action:	...	Recalc	Mag-Media	Exit
Action:	Define	X=Execute	Output	Exit
Define generate criteria				
Generate Option		[]		
CERS Deduction Range		[] thru []		
Fiscal Year		[]		
Default Contract Days		[]		

-
4. Select **Define** from the Ring Menu.
 5. Enter the same data used to perform the initial Generate of CERS records and press **ESC**.
 6. Select **X=Execute** from the Ring Menu.
 7. If the employee's CERS record still has errors, a message box appears prompting to select **Output** from the Ring Menu and **Print** the error listing.
 8. Select **Exit** to return to the Kentucky CERS Report Generator screen.

Adding Records to the CERS Report File

Employee records may be added to the CERS Report File. Employee records with an incorrect Summary Class or Location must be deleted and new records added with the correct information.

To Add a Record to the CERS Report File:

1. Select **Add** from the Ring Menu of the *Kentucky CERS Report Generator screen*.
2. Enter the following information:

Employee Number

The following fields default from the Employee Master File:

- Employee Name
- SSN

Job Class Code (Enter the Summary Class in the range 7000 through 7999)

Hourly Rate

SOY only: **Hours per Day, Contract Days**

EOY only: **Days Worked**

3. Press **ESC** to add the CERS record.

CREATING THE CERS MAGNETIC MEDIA FILE

Once the CERS records have been edited and reviewed, a Magnetic Media File must be created for submission to the Kentucky Retirement System.

NOTE: *For the SOY CERS report, a record is not included in the Magnetic Media File unless the Hourly rate, Hours per day, and Contract days have data greater than zero. For the EOY CERS report, a record is not included in the Magnetic Media File unless the Hourly rate and Days worked have data greater than zero.*

Verifying The CERS Budget Unit Number

A CERS Budget Unit Number is assigned to your district by the KRS for reporting CERS information. This number, which is the agency number, is included on each record in the CERS Magnetic Media File to identify your district. Before creating the CERS Report Magnetic Media File, verify that the Budget Unit Number in the MUNIS System Control Table is the number assigned your district. Refer to the *MUNIS System Administration (MSA-I)* document in the *MUNIS [System Administration](#) User ~~Procedures~~Guide* for more information.

Generating the Magnetic Media File

To Create a Magnetic Media File, Select:

1. **Mag-Media** from the back side of the Ring Menu of the *Kentucky CERS Report Generator screen*. A magnetic media file will automatically be created.

The file name appears at the bottom of the screen, as displayed below:

Session	Edit	Commands	Settings	Help						
KENTUCKY CERS REPORT GENERATOR										
Action:	Find	Next	Prev	Browse	Add	Update	Del	Output	Generate	...
Query the current database table.										
Emp #	[Last	[First	[
SSN	[
Job	[
Hourly Rate	[
Hours per Day	[
Contract Days	[
Days Worked	[
Magnetic media file is /fms/munis461/spooldir/prkycm01										

2. Note the CERS filename for use when transferring the files to a diskette.

Transferring the CERS Magnetic Media File to Diskette

The *CERS Magnetic Media File* must be transferred to a diskette for submission to the Kentucky Retirement System. [See the document titled *Transferring Files from the RS6000 to KDE and Other Agencies \(OSA-10\)* in the *MUNIS System Administration User Guide*.](#)

CSD ANNUAL REPORT

Overview

Modifications to the existing Kentucky Classified Staff Data (CSD) Report and Mag Media Program have been made. The resulting programs produce a start of school year report and magnetic media file, in lieu of producing start and end of year reports, as was done in the past. Another major difference in the modified program is that it will now pull employee information, such as the hourly rate and hours per day worked, from Employee Job Pay records wherever possible, and from the Kentucky Contract File *only* if there is no Employee Job Pay record from which to pull the data. Additionally, an Error Count will be written to the magnetic media file.

DESCRIPTION

The Classified Staff Data (CSD) Report produces a listing of classified employee **Salary** information which is reported to the KDE Division of Finance. Only those employees with Summary Classes in the range of 7000 through 7999(excluding 7788) are reported on the CSD Report.

The **CSD Report** is generated using employee information from the:

- Summary Classes in the Job Class Code File
- Employee Master File
- Employee Job Pay File
- Employee Recurring Pay File(if not using Job Pay)
- KY Contract File

Contract salary information for those employees with Summary Classes in the range of 7000 through 7998(excluding 7788) will be transferred from the Job Pay File or Recurring Pay File to the KY Contract File to the CSD Report File. The CSD Report File can then be edited as necessary to produce an accurate CSD Report.

CSD ANNUAL REPORT CHECKLIST

CSD Report File generation:

- ☐ 1. Generate the CSD Report File.
- ☐ 2. Review the Kentucky CSD Error Report.
- ☐ 3. Edit the CSD Report File.
- ☐ 4. Recalculate CSD information.

- ☐ 5. Add records to the CSD Report File.

CSD Magnetic Media File creation:

- ☐ 6. Verify the KDE District Number.
- ☐ 7. Generate the Magnetic Media File.
- ☐ 8. Transfer the CSD Magnetic Media File to School Finance using KYTRANSFER.

GENERATING THE CSD REPORT FILE

To Generate the CSD Report File, Select:

B) PAYROLL & PERSONNEL

F) Retirement & State-Specific

B) State of Kentucky

G) CSD Report/Mag Media

The following screen is displayed:

Session	Edit	Commands	Settings	Help
+----- KENTUCKY CSD REPORT GENERATOR -----+				
Action: ... Recalc Mag-Media Exit				
Emp # []	Last []	First []	MI []	
SSN []				
Group/BU []		Calc Code	[]	
Job Class []				
Location []		FTE Percent	[]	
		Alloc Percent	[]	
Race []				
Gender []		Contract Days	[]	
Pay Basis []		Hourly Rate	[]	
		Hours Per Day	[]	
Error []				
		Annual Salary	[]	

1. Select **Generate** from the Ring Menu.

The following window is displayed with a warning message:

WARNING!! All existing CSD report records will be deleted
Continue (Y/N):

2. Respond **Y** to continue.

The following screen is displayed:

Session	Edit	Commands	Settings	Help
KENTUCKY CSD REPORT GENERATOR				
Action: Define X=Execute Output Exit				
Define generate criteria				
School Year [2001]				
Effective Date [07/01/2000]				

3. Select **Define** from the Ring Menu.
4. Enter the following field information for the CSD Report:

Field Names	Valid Data
School Year	2001
Effective Date	Accept the default.

5. Select **X=Execute** from the Ring Menu to generate the report.
If errors were encountered during the Generate, a message box appears when processing is complete. Press **Enter** to continue past the message box.
6. Select **Output** and **Print** the Kentucky CSD Error Report.

NOTE: *It is critical that the error listing from each Generate be printed for review. Once the user generates the report again OR exists the CSD Report Generator, the error listing is no longer available.*

Reviewing the Kentucky CSD Error Report

The Generate function captures errors encountered while processing the CSD information. The file can be generated even if errors are in existence.

IMPORTANT: *At this point, the error report is not printing. Records having an error can be found by selecting records for those employees having an error level greater than zero. Errors may exist on an employee's CSD record that were not captured on the error report. It is critical that EVERY employee CSD record be reviewed.*

For a detailed explanation of error messages and information to assist in resolving those errors, refer to *Appendix B, CSD Error Messages*.

Editing the CSD Report File

Errors on the Kentucky CSD Error Report can often be resolved by updating the Employee's Master record, Recurring Pay record, or Kentucky Contract File record but other changes made to the CSD would be deleted if a new Generate is performed. Errors on the Kentucky CSD Error Report may also be resolved by updating each employee record in the CSD Report File. All fields are reported on the SOY CSD Report and must, therefore, be completed with valid data.

NOTE: *Instructions for updating records in the Employee Master File, Job Pay, Recurring Pay File, and KY Contract file can be found in previous sections of this document.*

To Edit the CSD Report File:

1. Select **Find** from the *Kentucky CSD Report Generator* Ring Menu and press **ESC**.
2. Select **Update** from the Ring Menu to edit/correct errors on the employee's CSD Report data.
3. Press **ESC** to save the changes.

Recalculating CSD Information

If errors on the Kentucky CSD Error Report are resolved by updating the MUNIS Employee Master, Employee Job Pay, Employee Recurring Pay, or KY Contract File, use the **Recalc** Ring Menu option to recalculate the CSD Data for that employee. This way the other changes made to other employees will not be lost. **Generate deletes all information and starts the process once more. Records with errors about incorrect job classes must be deleted and added once again because job class code can't be changed**

To update CSD Information for a Specific Employee:

1. Select **Find** from the *Kentucky CSD Report Generator* Ring Menu.
2. Enter the Employee Number, Last Name, or SSN to display the appropriate record and press **ESC**.
3. Select **Recalc** from the back side of the Ring Menu.
4. At the prompt warning that current data for this employee will be deleted and recalculated, enter **Yes**.

The following screen is displayed:

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp

KENTUCKY CSD REPORT GENERATOR

Action: Define X=Execute Output Exit

Define generate criteria

School Year [2001]

Effective Date [07/01/2000]

5. Select **Define** from the Ring Menu.
6. Enter the same data used to perform the initial generate of CSD records and press **ESC**.
7. Select **X=Execute** from the Ring Menu.
8. If the employee's CSD records still have errors, a message box appears prompting to select **Output** from the Ring Menu and **Print** the error listing.
9. Select **Exit** to return to the Kentucky CSD Report Generator screen.

Adding Records to the CSD Report File

Employee records may be added to the CSD Report File. Employee records with an incorrect Summary Class or Location must be deleted and new records added with the correct information.

To Add a Record to the CSD Report File:

1. Select **Add** from the Ring Menu of the *Kentucky CSD Report Generator screen*.
2. Enter the following information:

Employee Number

The following fields default from the Employee Master File:

- Employee Name
- Race
- SSN
- Gender

Group (e.g., CLAS)

Job Class Code (Summary Class in the range 7000 through 7998excluding 7788)

Location

Contract Days

Hourly Rate

Hours per Day

The **Salary** will be automatically calculated based on the fields above.

3. Press **ESC** to add the new CSD record.

CREATING THE CSD MAGNETIC MEDIA FILE

Once the CSD records have been edited and reviewed, a magnetic media file must be created for submission to the KDE Division of Finance.

Verifying the KDE District Number

A District Number is assigned to your district by KDE. This number is included on each record in the CSD Magnetic Media File to identify your district. Before creating the CSD Report Magnetic Media File, verify that the District Number in the MUNIS System Control Table is the number assigned to your district. Refer to the *MUNIS System Administration (MSA-I)* document in the *MUNIS [System Administration](#) User Guide* for more information.

Generating the Magnetic Media File

To Create a CSD Magnetic Media File, Select:

1. **Mag-Media** from the back side of the Ring Menu of the *Kentucky CSD Report Generator screen*. A magnetic media file will automatically be created.

The filename appears at the bottom of the screen, as displayed below:

Session	Edit	Commands	Settings	Help
KENTUCKY CSD REPORT GENERATOR				
Action: ... Recalc Mag-Media Exit				
Output the current list to magnetic media.				
Emp # [175] Last [MILLS] First [JENNIFER] MI []				
SSN [111-11-1133]				
Group/BU [CLAS] CLASSIFIED Calc Code []				
Job Class [7941] BUS DRIVER				
Location [901] BUS GARAGE FTE Percent [1.0000]				
Alloc Percent []				
Race [1] WHITE				
Gender [M] MALE Contract Days [0.0]				
Pay Basis [] Hourly Rate [8.89]				
Hours Per Day [8.00]				
Error [1]				
Annual Salary [0.00]				
Magnetic media file is /fms/munis2000mr/spool6/KYCSD999.006				

2. Note the CSD filename for use when transferring the files to a diskette.

Transferring the CSD Magnetic Media File to KDE

The *CSD Magnetic Media File* must be transferred to the KDE Division of Finance. See the document titled *Transferring Files from the RS6000 to KDE [and Other Agencies](#)* (*OSA-10 v 7*) in the *MUNIS System Administration User Guide*.

Submitting Replacement CSD Electronic Files

If the CSD File is submitted to KDE more than once, it is imperative that each electronic file have a unique file name. Therefore, each time the CSD is sent, the last three digits of the file are automatically incremented by 1. To submit the replacement files, repeat the processes described above.

Appendix A

Data Sources for Classified Salary Report

Following is a summary of where information is pulled from and how it corresponds to data in the CSD Report:

Employee Master

Employee Name
Social Security No
Active Status
Inactive Date
Terminated Date
Hire Date
Gender
EEO Ethnic Code

CSD Report

Name
SSN
(Employee must be Active to generate in)
(if Inactive Date \leq Eff Date on Gen, won't gen in)
(if Term. Date \leq Eff Date on Gen, won't gen in)
(Hire Date \leq Eff Date on Gen, will gen in)
Gender
Race

Employee Recurring Pay File

Job Class
Hourly Rate
Pay Org (first 3 characters)
Project
Allocation

PSD Report

Job
Hourly Rate
Location
Project
Allocation Pct

Employee Job Pay File

Job Class
Group/BU
Pay Org (first 3 characters)
Allocation
Calc Code
FTE %
Hourly Rate
Hrs/Day
Day-Unit/Yr
Annual Salary

CSD Report

Job Class
Group/BU
Location
Alloc Percent
Calc Code
FTE Percent
Hourly Rate
Hours Per Day
Contract Days
Annual Salary

KY Contract File

Hourly Rate (if no Job Pay record)
Hours per Day (if no Job Pay record)
Contract Days (if no Job Pay record)
Pay Org (1st 3 chars, if no Job Pay record)

CSD Report

Hourly Rate
Hours per Day
Contract Days
Location

Data Sources for Classified Salary Reporting for CERS Reports

Source	SOY CERS	EOY CERS
Employee Master File:		
Screen 1 (Employee Name)	Name	Name
Screen 1 (Social Security No)	SSN	SSN
Screen 1 (Active Status)	<i>Active Status</i>	
Screen 1 (Primary Group/BU)		
Screen 1 (Primary Job Class)	Job (1 st record)	Job (1 st record)
* Screen 1 (Primary Org - first three characters)	Location (1 st record)	Location (1 st record)
* Screen 2 (Gender)		
* Screen 2 (EEO Ethnic Code)		
Recurring Pay File:		
Job Class	Job (2 nd record)	Job (2 nd record)
* Hourly rate (if available)	Hourly Rate	Hourly Rate (maximum)
* Pay Org - first three characters		
Job Pay File:		
Job Class	Job (2 nd record)	Job (2 nd record)
Group/BU		
* Pay Org - first three characters		
* Hrly Rate	Hourly Rate	Hourly Rate (maximum)
* Hrs/Day	Hours per Day	Hours per Day (from highest rate)
* Day-Unit/Yr	Contract Days	<i>Contract Days</i>
Contract File:		
* Hourly rate (if not on pay record)	Hourly Rate	Hourly Rate (maximum)
* Hours per Day (if not on pay record)	Hours per Day (defaults to 8 for Recurring Pay sites)	Hours per Day (from highest rate) (defaults to 8 for Recurring Pay sites)
* Contract Days	Contract Days (1 st record will default to 185)	<i>Contract Days may be used to generate a base for Days Worked.</i>
* Pay Org - first three characters	Location (2 nd record)	Location (2 nd record)
Payroll History:		
Salary		
Deduction File:	<i>Active CERS Deduction</i>	
Accumulator File:		<i>FY CERS Accumulator</i>

* Incorrect information may be edited on the contract screen, CERS, and CSD screens, as appropriate.

Italics indicates the data is used for processing but is not displayed.

Appendix B

POSSIBLE CSD ERROR MESSAGES:

No summary job defined

No Summary Class defined for Job Class associated with the employee's pay. **If this error exists on the CSD Error Report, that employee will not be pulled into CSD Report Generator maintenance screen or onto Mag Media; the error(s) must be resolved in the Job Class Code and the CSD generated again.**

Not an active employee

Error reading the employee master file

Job with zero contract days

Day-Unit/Yr not populated in employee job pay record; if no employee job pay record exists, then zero Contract Days in KY Contract File

Job with zero hourly rate

Hourly Rate not populated in employee job pay record; if no employee job pay record exists, then no hourly rate exists in KY Contract File

Job with zero hours per day

Hrs/Day not populated in employee job pay record; if no employee job pay record exists, then Hours per Day in KY Contract File not populated.

Missing gender

Gender field not populated on Employee Master.

Missing race

EEO Ethnic Code field not populated on Employee Master.

Duplicate SSN

More than one employee record in this report with same SSN.

Invalid BU/Job Class/Object Code

Not a valid combination of Bargaining Unit/ Job Class/ or Object Code. Valid combination would be BU=CLAS Summary Job Class between 7000 and 7999 [but not 7788 or 7999], and Object Code between 0130 and 0170.

Yearly Hours > 2080

Employee hours shall not exceed 260 days * 8 hrs/day, or 2080 hours in a year for a single Employee/Job Class combination.